

25 May 1962

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Research)  
Deputy Director (Support)

SUBJECT : Resignee Interviews

1. The Inspection Staff has been interviewing all employees of grades GS-12 and above and all Junior Officer Trainees of any grade who resign voluntarily from the Agency. A review of this program indicates that in most cases the resignee also has an exit interview with senior personnel of his component in addition to the necessary Security and Personnel interviews. I am concerned that the resignee may leave with the unfavorable impression that the Agency has too many senior people who have nothing better to do than to listen to a resignee's story repeated again and again.

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2. Mr. [redacted] of this staff discussed this problem with Messrs. [redacted] of the Office of Personnel and with [redacted] A/SSA (Personnel). It was agreed that the Inspection Staff will now interview only those resignees, regardless of grade, who are specifically interested in seeing the Inspector General. A representative of the Office of Personnel will advise each resignee that he may call the Inspection Staff for an appointment, if the resignee has any particular problems which he or she may wish to discuss confidentially.

3. The role of the Inspection Staff in the exit interview will be limited, therefore, to those resignees who desire to see the Inspector General. However, I am still interested in ensuring that each resignee leave with as friendly a feeling towards the Agency as possible. To this end, I feel that a farewell discussion with the chief or deputy chief of his major component (e.g., an assistant director in the DD/I, a division

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chief in the DD/P, etc.) would be more meaningful and satisfying to the resignee. Mr. [ ] has discussed this point with Mr. [ ] of the DD/I, Mr. [ ] of the DD/R and Mr. [ ] of the DD/S, and I have talked with Mr. Thomas Karamessinos, ADD/P, all of whom concur. This policy will present an opportunity to inject some personal warmth into the leave-taking by expressing the Agency's interest in the employee's future welfare and appreciation for services rendered.

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SIGNED

J. S. Harman  
Inspector General

cc: Executive Director  
Director of Personnel  
Director of Security